



# VIRGINIA REGISTER OF REGULATIONS

## CREATING & SUBMITTING A GENERAL NOTICE

General notices are notices to the public published the Virginia Register. Often these notices are required by statute or regulation. Town Hall agencies typically will use Town Hall to post this type of notice, then, via Town Hall, submit the notice for publication in the Register. Agencies that either (i) do not use Town Hall, or (ii) do not want to use Town Hall for a given notice publication, can directly submit a general notice to the Registrar's Office through RIS using the following process:

1. Go to agency register documents
2. Select unspecified volume and unspecified issue to activate "Add New" button

**RIS** Dashboard New Project Projects Register Resources

Projects Agency Register Documents Register Publication Register Tracking

Register Documents

Vol. Unspeci... Iss. Unspeci... Agency Apple Board Register Section All Sections

<input type="checkbox"/>	Document	Agency	Register Section	ID #	Vol.	Iss.	Actions
No rows found							

Previous Page 1 of 1 50 rows Next

3. Click "Add New" and select General Notice

**RIS** Dashboard New Project Projects Register Resources

Projects Agency Register Documents Register Publication Register Tracking

Register Documents

Vol. Unspeci... Iss. Unspeci... Agency Apple Board Register Section All Sections

- General Notice
- Errata
- Annual Guidance Documents
- Documents

<input type="checkbox"/>	Document	Agency	Register Section	ID #	Vol.	Iss.	Actions
No rows found							

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4. This brings up a web form with fields into which text can be pasted or typed.

**RIS** Dashboard New Project Projects Register Resources

Projects Agency Register Documents Register Publication Register Tracking

General Notices [Close] [Save]

Heading

B U G

Text

File Edit Insert View Format Table Tools

Format: Arial 12pt Bold Italic Underline Text Color Background Color Link Unlink

Contact Name: [ ]

Contact Title: [ ]

Contact Address 1: [ ]

Contact Address 2: [ ]

Contact City: [ ]

Contact State: [ ]

Contact Zip: [ ]

Contact Phone: [ ]

Contact Fax: [ ]

Contact Email: [ ]

6. Add text then click save

Saving the notice will put it into the Agency Register Documents queue where, by clicking "Submit," it can be submitted to the Registrar's Office for publication.

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Projects Agency Register Documents Register Publication Register Tracking

### Register Documents

Vol. Unspeci... Iss. Unspeci... Agency Apple Board Register Section All Sections

<input type="checkbox"/>	Document	Agency	Register Section	ID #	Vol.	Iss.	Actions
<input type="checkbox"/>	TEST FOR INSTRUCTIONS ONLY		General Notice				<input type="button" value="Submit"/>

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7. The notice will populate the issue of the Register currently accepting submissions.